

**BY ORDER OF THE COMMANDER AIR
FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 11-202 VOLUME 2

**919TH SPECIAL OPERATIONS WING
Supplement**

22 JUNE 2009

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202 Volume (Vol) 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202 Vol 2, Air Force Special Operations Command (AFSOC) Supplement (SUP) 1, *Aircrew Standardization/Evaluation Program*. This supplement provides guidance and establishes 919th Operations Group Standardization/Evaluation programs, policies and procedures to be used in conjunction with the basic regulation and AFSOC supplement to the basic regulation. This supplement applies to all flying squadrons and flying personnel assigned or attached to the 919th Special Operations Wing (919 SOW). This supplement applies to all flying personnel assigned or attached to the 5th Special Operations Squadron (5 SOS) and the 711th Special Operations Squadron (711 SOS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the wing through your publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This document is revised to align with AFI 11-202 Vol 2 and AFSOC Sup 1. The use of Information Management Tool (IMT) will be used in lieu of the term “form”. **Note:** All Privacy Act Information and Social Security Numbers will not be included on the IMTs and sent electronically. The social security number and any other Privacy Act data pertinent to the individual will be on the printed final copy of the IMT. All references to the 8th SOS and the MC-130P have been removed. Format of Supplement has

been changed to conform with Tenth Air Force (10 AF) (Air Force Reserve Command (AFRC)) standards vice AFSOC as coordinated with Headquarters (HQ) AFSOC A3V.

1.3.1. **(Added)** Waivers. All waivers for flight operations will be coordinated through 919 OG/OGV. See the waiver matrix in the current Flight Crew Information Summary (FCIS) for specific guidance on routing coordination and approval authority. 919 OG/OGV will document, track, review, make recommendations, and forward all waivers through the appropriate command channels.

1.3.2. **(Added)** 919 OG/OGV maintains applicable waivers on file for reference. Status of open/pending waivers will be briefed semi-annually at the Standardization/Evaluation Board (SEB). **Note:** Training waivers are processed by 711 SOS/Training (DOT).

2.3.2.7. Master Question Files (MQF) questions and review will be accomplished IAW **paragraph 6.4.4.2.**

3.2.2.4.1. The Trend Program will use PEX tracking of discrepancies and missed test questions to compile data for trend analysis.

3.2.2.4.1.1. **(Added)** A trend is a recurring deficiency requiring corrective action. Trends are established by the OG/CC at the SEB as a result of analysis of deficiencies. Objectives analysis of deficiencies requires a meaningful quantity of data. A deficiency meets the threshold of a trend when, 1.) a question missed 20% of the time with a sample size greater than 10 attempts; 2.) an evaluation area/sub area downgraded on 20% of administered evaluations; or 3.) a requisite test questions missed more than twice during a half. Meeting trend threshold alone is not the sole means of designating a deficiency as a trend. The OG/CC is the final authority for trend designation. (**Note:** FTU trending will be tracked separately).

3.2.2.4.1.2. **(Added)** Grading Areas. All downgrades (Q and U) will be included in trend analysis. Review specific downgrade descriptions for all grading areas that meet the percentage criteria for a trend. If the discrepancies correlate to a single significant knowledge deficiency, the area will be designated a trend. If discrepancies in a grading area do not correlate to a single knowledge deficiency, the area is not necessarily a trend.

3.2.2.4.1.3. **(Added)** An observation is a recurring deficiency that approaches but does not meet the trend threshold. Examples of an observation are a question/area missed 10 to 19 percent of the time with a sample size greater than 10 or a question/area missed greater than 20 percent of the time with a sample size less than 10. Once an observation is established, OGV will:

3.2.2.4.1.3.1. **(Added)** Expand the data sample size by including the previous semiannual trend analysis cycle and determine if the reoccurring deficiency warrants designation as a trend without meeting the 20% threshold.

3.2.2.4.1.3.2. **(Added)** The 919 OG/OGV will notify the 919 OG/CC and the appropriate squadron commander/operations officer of trends and potential trends. 919 OG/OGV will brief the actual results of the trend analysis at the semi-annual SEB meeting. The trends will also be published via the SEB minutes. The SEB will address the causes and determine corrective action(s) for trend areas.

3.2.2.4.1.3.3. **(Added)** Corrective actions for trends and observations are the same. OGV recommends and the OG/CC approves corrective actions. OGV recommends and the OG/CC designates the appropriate POC/OPR to implement and report completion of each corrective action.

3.2.2.4.1.4. **(Added)** Corrective actions include, but are not limited to: tailored periodic examination, SEFE training emphasis, Unit Training Assembly (UTA) pilot briefing, and bulletin board slides with appropriate information. Effectiveness of corrective actions will be verified with control measures.

Control measures include, but are not limited to: supplementary evaluations (supp evals), SPOT evals, No-Notice evals, testing, and tape review.

3.2.2.5. The supplementary evaluation program will be used to verify compliance with directives/procedures and to gather additional information for OG/CC use on any topic. Supp evals may encompass ground and/or flight events. The OG/CC will designate the OPR, objectives, scope, methodology and suspense of supp evals. Upon completion of the supp eval, the OPR will brief the OG/CC on the results. Document supplementary evaluation details and track all findings in the SEB until closed. Reference Attachments 16 and 17 for example letters of notification and results reporting.

3.2.2. 6 Stan/Eval Board. A SEB should convene during the UTA following the end of a semi-annual period (NLT Feb and Aug). Membership includes the 919 OG/CC (Board President), 919 OG/OGD, 5 SOS/CC or DO, 711 SOS/CC or DO, 919 SOW/SE, 919 OG/OGV assigned evaluators (unit evaluators/training officers are invited). 919 SOW/CC and 919 SOW/Vice Commander (CV) are always invited to attend the SEB. The meeting will be conducted by the 919 OG/OGV Chief, or designated representative.

3.2.2.6.1. **(Added)** SEB Agenda (Attachment 19). An agenda letter will be sent to the board members specifying the time and place of the SEB. The agenda will be in accordance with applicable AFIs and MAJCOM supplements.

3.2.2.6.2. **(Added)** SEB Minutes. Board minutes will be published by 919 OG/OGV. SEB minutes, since the last formal Stan/Eval visit, will be placed on the 919 OG/OGV website.

3.2.2.7. To ensure the quality of the unit FCIF program, at a minimum OG/OGV will review the FCIF library annually in the first half and include results in subsequent SEB minutes. This will satisfy the requirements for annual Flight Manual reviews IAW AFI 11-215.

3.2.2.8. To ensure the quality of the flight publications program, at a minimum OG/OGV will review the flight publications annually in the second half and include results in subsequent SEB minutes. This will satisfy the requirements for annual reviews IAW AFI 11-215.

3.2.2.9.4. **(Added)** OGV will maintain an AF Form 847, tracking log until the change is incorporated or disapproved. Each AF Form 847 submitted will be tracked in the SEB until closed. Flight Engineers (FE) will actively solicit for necessary changes from examinees upon completion of EPEs and testing.

3.2.2.9.5. **(Added)** Members may submit AF Form 847 via email IAW instructions found on the unit Stan/Eval webpage at: <https://wwwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=RC-OP-01-38>.

3.2.2.12. **(Added)** The 919 OG/OGV will conduct No-Notice evaluations as a subset of periodic and SPOT evaluations. The program intent is candid appraisal of typical continuation training missions. The evaluations should be proportionately distributed (approximately equal percentage) between each type of evaluation. An effort should be made to sample all crew positions (instructor pilot, copilot, flight engineer, loadmaster, radio operator, etc.). OGV will report evaluation distribution and results at the SEB.

3.2.2.12.1. **(Added)** The OG/CC goal for no-notice evaluations is a minimum of 15% for each Mission Design Series (MDS) per Calendar Year (CY). Efforts will be made to evaluate each crew position to this number in each MDS, but is not required as long as the 15% for each MDS is met.

3.2.2.12.2. **(Added)** No-Notice evaluations will be scheduled as directed by the 919 OG/CC, Squadron Commander/Operations Officer, or 919 OG/OGV. Coordination will be done at the daily 1230 update

on the day of the evaluation. Examinees will be informed of a No-Notice evaluation no later than the scheduled mission briefing time.

3.2.2.12.3. **(Added)** 919 OG/OGV will track the No-Notice evaluation program and document the results in the Stan/Eval Board minutes. The No-Notice program is not intended as aircrew harassment, but as a tool to validate tactics and training. Unless substandard performance is suspected individuals should not be administered more than one no-notice evaluation per year.

3.2.2.12.4. **(Added)** Unless commanders specify otherwise, no-notice evaluations will be conducted within six months following any failed evaluation, to assess continued performance and verify progression.

3.2.3. **Operations Group Standardization/Evaluation (Stan/Eval) Organization.** The 919 SOW Stan/Eval function is centralized under the 919 OG Commander (919 OG/CC) and managed by the Chief of Aircrew Standardization and Evaluation (919 OG/OGV). The 919 OG/OGV manages all squadron Stan/Eval functions for the 5 SOS and 711 SOS (5 SOS see the Wing to Wing Memorandum of Agreement (MOA) for exceptions). 919 OG/OGV includes representatives from both the MC-130E and PC-12/U-28 reserve aircrew force. The PC-12/U-28 representatives of 919 OG/OGV will functionally operate out of the 5 SOS, Hurlburt Field, FL, for ease of coordination and management of the 5 SOS squadron Stan/Eval functions. However, they will be managed directly by the Chief of 919 OGV.

3.2.3.1.1. **(Added)** Chief of Stan/Eval Responsibilities. In addition to responsibilities set forth in AFI 11-202, Vol 2, and the Air Force Special Operations Command (AFSOC) Supplement 1, the Chief of Stan/Eval will:

3.2.3.1.2. **(Added)** Oversee the upgrade training of all flight examiners.

3.2.3.1.3. **(Added)** Maintain/publish the Aircrew Examination/Evaluation Status Report and letter of X's for aircrew qualification.

3.2.3.1.4. **(Added)** Publish and maintain the 919 OG/OGV CoP.

<https://www.dmy.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=RC-OP-01-38>.

4.2. Selection.

4.2.1.1. **(Added)** Flight Examiner Upgrade Program. 919 OG/OGV will administer the flight examiner upgrade program for Reserve personnel. Experienced, highly qualified instructors nominated by their squadron commanders will complete training IAW the Flight Examiner Upgrade Worksheet (**Attachment 11**) to upgrade to flight examiner. Once training is complete, nominees will be scheduled by 919 OGV to meet the Certification Board IAW **paragraph 7.2.1**.

4.2.1.2. **(Added)** As a minimum, individuals re-qualifying as flight examiners will be given a review of current Stan/Eval publications, procedures and philosophy by 919 OG/OGV and interview with the 919 SOW/CC. Follow the certification guidance given above.

4.2.3. 919 OG/OGV Chief or designated representative will administer any flight examiner upgrade training for senior flight examiners and 919 SOW/CC IAW the Flight Examiner Upgrade Worksheet **Attachment 11**.

4.3. Functions. Flight Examiners:

4.3.4. Formal Course Student Evaluations. Any 919 OG/OGV or 711 SOS assigned/attached MC-130E flight examiner may administer evaluations to 19 SOS MC-130E Formal School students. MC-130E

Secondary Method of Training evaluations should be accomplished by 919 OG/OGV Flight Examiners if available.

4.3.5. The flight examiner briefing (**Attachment 13**) will include any necessary scenario information the examinee has not already received, and should make clear what the Flight Examiner expects of the examinee and what the examinee may expect from the flight examiner. Specific grading criteria will be briefed. Any unique flight examiner requirements will be identified to the examinee at least one day prior to scheduled evaluation. The flight examiner's briefing will not infringe on allocated mission planning or briefing time of the examinee.

4.3.5.1. (**Added**) After the evaluation, the flight examiner will debrief the examinee on the results of the evaluation and ensure the examinee is aware of the overall grade, any restrictions, additional training, or remaining requirements (for incomplete evaluations). The flight examiner will complete the AFSOC Form 48, *MC-130 (Crew Position) Flight Evaluation Worksheet* with appropriate grades, an overall grade, and examiner's remarks to include: mission description, discrepancies, required additional training, instructor capabilities, and remaining requirements (for incomplete evaluations). The Flight Examiner will forward the completed AFSOC Form 48 to Squadron CC/DO for their review and remarks if any via email, and to 919 OG/OGV via e-mail and signed hard copy (IAW **Paragraph 5.1.2.**). If additional training is required, the flight examiner will debrief an appropriate squadron supervisor and 919 OG/OGV (as stated in **paragraph 5.2.12.2.**).

4.3.5.2. (**Added**) If the evaluation is incomplete, the flight examiner will notify 919 OG/OGV either the day of or the morning following the flight periodic evaluations, the examinee is responsible for making himself/herself available to complete all ground and flight phase requisites within their eligibility period. For initial/prequalification evaluations, the examinee is responsible for completing all ground phase requisites prior to the flight evaluation. The examinee is responsible for understanding the grading criteria in advance of any requisite or flight evaluation. In addition, the examinee is responsible for resolving any questions about the evaluation by asking the flight examiner.

4.3.9. (**Added**) Prior to an evaluation of any type, the flight examiner should review AFI 11-202, Vol 2 (along with the AFSOC Supplement and this local 919 SOW Supplement) and AFI 11-2MC-130, Vol 2, *MC-130 Aircrew Evaluation Criteria*. Flight Examiners will brief their examinee(s) on the type of evaluation, expectations and requirements accordance with the Flight Examiner Briefing Guide (**Attachment 13**) located at: <https://www.d.mil.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=RC-OP-01-38>.

4.4.2. Senior flight examiners will upgrade using the evaluator upgrade checklist (**Attachment 11**) tailored to their experience by the OG/CC in accordance with paragraph 4.2.1.1.

5.1. Evaluations.

5.1.1. (**Added**) Control of Evaluations. 919 OG/OGV uses PEX to monitor requisite, flight evaluation and additional training completion, and to maintain/update the Aircrew Examination/evaluation Status Report. Section schedulers are responsible for scheduling and pre-coordinating flight evaluations with 919 OG/OGV via telecom or e-mail to 919og.ogv@eglin.af.mil.

5.1.1.1. (**Added**) Once notified, 919 OG/OGV will e-mail the flight examiner the necessary evaluation documents. This e-mail will contain a Flight Examiner Briefing Guide an appropriate AFSOC Form 48(X), *Crew Position Evaluation*, AF IMT 4031, *CRM Skills Criteria Training/Evaluation*, and list any special requirements (i.e., Night Mountainous Terrain-Following, examination remaining, etc) or pending restrictions from the previous AF Form 8's, *Certificate of Aircrew Qualifications*, standardized statements for the crew position, and AFSOC Form 48 checklist.

5.1.1.2. **(Added)** Once the flight evaluation is complete, the flight examiner will complete the appropriate blocks of the AFSOC Form 48 email and print out and sign a copy, to be kept in the individuals Flight Evaluation Folder (FEF) as a temporary evaluation certificate, until the original AF Form 8 is complete. Return the AFSOC Form 48 via e-mail to and hard copy to 919 OG/OGV within 3 working days.

5.1.2. **(Added)** Scheduling of Evaluations. A Zone Notification Letter (**Attachment 14**) will be sent to each crewmember when they enter their evaluation eligibility period, listing the eligibility period, type evaluation required and instructions on how to proceed with requisite completion.

5.1.2.1. **(Added)** 919 OG/OGV will maintain and update an Aircrew Examination/Evaluation Status Report (**Attachment 12**), located on the OGV website at <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-2193284>. This report will list all required written examinations, type of flight evaluation, and the month by which they need to be completed. This report will list each crew member who has entered their 6-month eligibility period for periodic evaluations and examinations.

5.1.2.2. **(Added)** Individuals who receive a No-Notice outside their zone and the decision is made to use that evaluation as a periodic evaluation will also be listed on the report with the date by which the individual must complete their requisites for the evaluation to count as a periodic evaluation. Section supervisors will schedule their aircrew members for completion of all evaluation and examination requirements.

5.2.2. **Combined Aircrew Qualification Evaluations.** Flight evaluations will be conducted in accordance with applicable AFIs. Pilots should accomplish Instrument/Qualification flight evaluations and Mission flight evaluations on separate sorties. All other crew positions will accomplish a combined Qualification/Mission evaluation.

5.2.4. **Ground Phase Requisites.** Examinees should make every effort to complete ground evaluation requisites within the first four months of the eligibility period. Individuals entering their fifth month will be scheduled to accomplish their requisites during the next training period (UTA, Additional Ground Training Period (AGTP), unless squadron CC/DO dictates otherwise. Section schedulers should attempt to schedule personnel to complete their ground requisites at the beginning of their eligibility period. Squadron CC/DO/Section supervisor will be notified by 919 OG/OGV if anyone fails to complete their ground requisites within their eligibility period and of the required supervised status of the individual via the 919 OGV Notification Letter (**Attachment 15**).

5.2.5. **Flight Phase Requisites.** Squadron section supervisors should normally schedule an individual to complete the flight phase of a periodic evaluation no later than the fifth month of eligibility to preclude delinquent evaluations. The sixth month of eligibility is considered a backup for the completion of canceled or incomplete evaluations, or other unusual circumstances. Squadron CC/DO/Section supervisor will be notified by 919 OG/OGV if anyone fails to complete their flight requisites within their eligibility phase and of the required supervised status of the individual via the 919 OG/OGV Notification Letter (**Attachment 15**).

5.2.5.1.1. **(Added)** Incomplete Flight Evaluations. The flight examiner will clearly indicate on the AFSOC Form 48 any required grading areas that were not observed. The flight examiner will grade the areas that were observed and debrief, or prescribe additional training and restrictions, as appropriate, for all Q or U areas/sub areas. Include the mission description and any other pertinent information on the AFSOC Form 48. Return the AFSOC Form 48 to 919 OG/OGV. 919 OG/OGV will inform the appropriate squadron section supervisor that the evaluation was incomplete, and what events need to be scheduled for completion.

5.2.5.1.2. **(Added)** The squadron section supervisor will schedule the individual to complete the flight evaluation. 919 OG/OGV will provide the original evaluation documentation AFSOC Form 48 electronically via e-mail to the flight examiner. At a minimum, the flight examiner will confirm all remaining areas/sub-areas to complete the evaluation, administer the remainder of the flight evaluation, and document completion on the AFSOC Form 48.

5.2.7. **Requisite Completion.** 919 OG/OGV tracks requisite completion through an automated Stan/Eval program and notifies section supervisors and/or squadron commanders via the Aircrew Examination/Evaluation Status Report located on the OGV website. When an individual successfully completes all required requisites for an evaluation AF IMT 1522, *ARMS Additional Training Accomplishment Report (TAR)* and an AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet* (as appropriate) is generated by OGV and sent to squadron Aviation Resource Management System (ARMS) personnel for input.

5.2.12.2. **Additional Training.**

5.2.12.2.6. **(Added)** When additional training is required as the result of an evaluation, the flight examiner will debrief the appropriate Squadron CC/DO and 919 OG/OGV. This can be done in person, via e-mail or telephone, but must be conducted the day or night of or no later than the morning immediately following a night flight. The debriefing will include the downgraded area(s), recommended training, additional training due dates, and any restrictions imposed. 919 OG/OGV will pass this information on to the squadron section supervisor and squadron training officer via the 919 OGV Notification Letter with a required completion date.

5.2.12.2.7. **(Added)** The flight examiner will document the information on the AFSOC Form 48 and forward it to 919 OG/OGV who will prepare the AF Form 8 IAW AFI 11-202 Vol 2 and AFSOC SUP 1. OGV will place the individual in supervised/restricted status in PEX with the required additional training. OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The squadron DO/CC or Squadron Training officer, if designated is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

6.3.2. **(Added)** All test banks (MQFs, SQBs, etc.) will be maintained by OGV using PEX. Alternate areas/means for examinations (i.e. deployed, other room, hard copy) are authorized if approved by OGV, and the test is administered by a SEFE or other Stan/Eval personnel. Boldface and closed book tests will be taken in a single session, while the open book, instrument, Operation Supervisor (Ops Sup) /Supervising Duty Officer (SDO), SEFE tests can be completed during more than one session. Hard copy open book examination materials are available in the testing room in OGV. All tests should be graded immediately upon completion. In the event of a PEX malfunction, hard copy testing is available in OGV. Hard copy tests will be scored and tracked manually and the completed test will be placed in the Check Ride in Progress (CIP) folder. Tests taken as a hard copy will be manually entered into PEX for trending. In the event of a failure, PEX will automatically indicate a red (No-Go status) under TEST.

6.3.4. **Examination Question Review.** MQFs and SQBs will be reviewed annually during the first half for accuracy and currency and documented in subsequent SEB minutes. After publications release, the corresponding questions in the MQF and SQB will be reviewed for accuracy and removed from examinations as appropriate.

6.4. **Requisite Examinations.** Prior to accomplishing any Stan/Eval qualification/mission written examination at 919 OG/OGV (Qual examinations for pilots), aircrew will have their personal set of publications checked by an instructor/flight examiner (the flight examiner may be any crew position but must be current and qualified in the respective MDS). A list of current publications will be maintained

and published by the 919 OG/OGV on the 919 Stan/Eval CoP. Individuals will use this list to update their personal publications. Instructors/Flight Examiners will use this list to conduct publications checks and will document the check on a publication check letter that will be given to 919 OG/OGV by the individual prior to examination. 919 OG/OGV will not allow a person to start a written examination without this documentation in hand. Individuals may utilize their personal issued publications for the requisite examination or the OGV electronic pubs. Any publications required for requisite examinations and not issued will be supplied by 919 OG/OGV. Individual publications maintained on a computerized medium will be checked and verified for currency.

6.4.4. Examination Question Sources.

6.4.4.1.1. **(Added)** Open book examination questions will be taken from publications listed in **Attachment 18** (Open Book Exam References). Individual aircrew members can use hard /electronic copy of publications for open book examinations. Publications not issued will be furnished by 919 OG/OGV.

6.4.4.1.2. **(Added)** OGV will maintain the 919 SOW SQB in PEX as a “non-public” MQF.

6.4.4.2. **Closed Book Requisite Exams.** All closed book examination questions will come from the appropriate AFSOC approved MQF and 919 SOW local procedures MQF. Once started, a closed book test must be finished during that testing period.

6.4.4.2.2. 919 OGV will maintain the 919 SOW MQF in PEX as a “public” MQF.

6.4.4.3. **Instrument Requisite Exams.** Questions for the Instrument Examination will be taken from the test bank on the Instrument Refresher Course home page, located on the Air Force Flight Standards Agency (AFFSA) web site. This test will also include some questions specific to AFSOC and the 919 SOW. Chief of OGV will coordinate with IRC instructors to create/update requisite instrument examination.

6.4.5. Boldface/Critical Action Procedures (CAPs) Requisite Examinations.

6.4.5.1. A written Bold Face examination will be given during a crew members Qualification/Mission evaluation (except for pilots), pilots will accomplish Boldface in conjunction with their closed book Instrument/Qual evaluation.

6.4.5.3. **(Added)** 919 OG/OGV personnel will immediately notify squadron CC/DO and section supervisor of a failed evaluation. A Notification letter will be forwarded to Squadron CC/DO, Squadron Aviation Resource Management, Squadron Training Officer, and section supervisor describing the failed event and directing the individual to be placed in a supervisory status and included into the Squadron Go/No-Go procedures until successful re-test is accomplished.

6.4.6. Failure to Pass a Requisite Exam.

6.4.6.2. **(Added)** Procedures for Tracking the Dates of Failed Examinations. 919 OG/OGV personnel will immediately notify squadron CC/DO and section supervisor of a failed examination. A Notification letter (**Attachment 15**) will be forwarded to Squadron CC/DO, Aviation Resource Management, Squadron Training Officer, and section supervisor describing the failed event and directing the individual to be placed in a supervisory status and included into the Squadron Go/No-Go procedures until successful re-test is accomplished. Individual will be placed on supervised status in PEX and monitored via squadron Go/No-Go procedures. Squadron CC/DO will determine corrective action prior to re-examination. Retest will not be re-administered on the same date without Squadron CC/DO approval. 919 OGV will track the completion via PEX and Aircrew Examination/Evaluation Status Report.

6.5.1. **(Added)** Boldface testing IAW paragraph 6.5. of the AFSOC Sup. The Ops Sup/SDO is responsible for ensuring this test is graded prior to the crew stepping to the aircraft. Completed exams will be kept at the Ops desk until the end of each month. If an exam is failed, as determined by the Ops Sup/SDO, a re-test can be given immediately, but must be successfully completed prior to being released for unsupervised flight.

6.5.2. **(Added)** Ops Sup/SDO or Instructors may grade monthly BOLDFACE examinations.

7.1. Flight/Emergency Procedures (EP) /Aircrew Training Device (ATD) Evaluation Documentation. The results of all evaluations will be documented on an appropriate AFSOC Form 48. 919 OG/OGV will take the information from the AFSOC Form 48 and create an AF Form 8, update the individual's AF Form 942, *Record of Evaluation*, complete an AF IMT 1522 (to document completion of all requisites in ARMS), and create an AF Form 4324, if necessary (to document upgrades/certifications with ARMS and the Squadron Training Officer). 919 OG/OGV will document completion of requisites on the monthly Aircrew Testing/Evaluation Status Report; which will be used to prepare an AF Form 8/8a via PEX.

7.2.1. **(Added)** Certification Boards. Certifications will be accomplished via a Group Certification Board due to the fact the squadrons are not manned for a Squadron Stan/Eval function. 919 OG/OGV will not schedule a crewmember to meet a Cert Board until the individual's squadron leadership has pre-coordinated this selection with 919 OG/CC. Once approval to meet the Certification Board has been achieved, 919 OG/OGV will prepare a package which will include an AF Form 8 or a Certification Board Summary Letter (**Attachment 20**), AF Form 4324, a Flying History Report, and the individual's FEF. 919 OG/OGV will then schedule the individual to meet the next regularly scheduled 919 OG/CC Certification Board. The 919 OG/OGV Certification Board Summary letter will be signed by the Certification Board president and filed in the individuals FEF.

7.2.2. **(Added)** Certification Board Membership. Group Certification Board membership includes 919 OG/CC, 919 OG/OGD, applicable Squadron Commander, Squadron DO, Chief of Stan/Eval, Stan/Eval counterpart(s), Safety and the Training Officer. The 919 OG/CC or designated representative will serve as the president of the Certification Board. Supervisors and training officers are encouraged to attend but not required.

7.2.3. **(Added)** Proceedings. For 919 SOW crewmembers, the Certification Board will normally be held on Sunday of the UTA, in the 919 OG/CC conference room, Duke Field, FL but can be held at the discretion of the 919 OG/CC. 919 OG/OGV will confirm the date, time, location, and individuals to be certified with the board members. The Certification Board will be conducted by 919 OG/OGV. Certification Board minutes will not be published.

7.2.4. **(Added)** 919 SOW will use the AF Form 4348, *USAF Aircrew Certifications*, for its unit certification document IAW Paragraph 7.7.

7.3.8.2. A temporary copy of a completed AF Form 8 or AFSOC Form 48, signed by the evaluator and stamped with "Temp" will be maintained in the individual's FEF as a temporary evaluation certificate. Once the AF Form 8 is ready for signatures, 919 OG/OGV will place the AF Form 8 in the 919 OGV Form 8 signature folder. The 711 SOS personnel and MC-130E Formal School personnel will be notified to come to the 919 OG/OGV to sign the completed AF Form 8. 5 SOS personnel will be notified to sign the completed AF Form 8 in their squadron. Once all signature blocks have been signed on the original AF Form 8 and it has been reviewed for accuracy the temporary copy will be destroyed when the signed original AF Form 8 is placed in the FEF.

7.7.7. **Unit Supplement.** Procedures for completing the AF Form 4348. The AF Form 4348 will be electronically produced using PEX. The Chief of 919 OG/OGV or Squadron/CC will sign below the last entry of a transcription or certification of new event to signify all events are correct and complete.

7.7.8. **(Added)** The 919 OG/OGV will oversee the Functional Check Flight (FCF) program for the 919th SOW. FCF qualified Pilots and Flight Engineers will have an entry in their AF Form 4348 stating this qualification. This qualification will also be listed on the Letter of X's. All aircrew previously qualified prior to Sep 03 were grandfathered under the AFSOC training message. New certifications will be conducted IAW the 919 OG/OGV FCF Training Plan which will consist of a recommendation, ground and flight training, and completion of an applicable AF Form 4109, *SOF/CSAR Aircrew Training Record*.

7.8.7. Procedures for completing the AF Form 942. 919 OG/OGV electronically produces the AF Form 942 using PEX. The AF Form 942 will not be updated with the latest Evaluation until the original completed AF Form 8 for that evaluation is filed in the FEF.

7.9.1.1. 919 OG/OGV will maintain FEFs for 5 SOS and 711 SOS assigned and attached personnel on flying status. FEFs for all assigned/attached PC-12/U-28 crewmembers will be maintained in the 919 OG/OGV office located at Hurlburt Field in the 5 SOS Squadron building

7.9.2.1. For certification to Flight Examiner, a certification letter will be accomplished for Group Certification Board President signature. In accordance with AFI 11-202, Vol 2, AFSOC Sup 1, this letter will be filed in Tab 1 behind the AF Form 4348 in the members FEF.

7.9.4.1.1. **Initial Review.** 919 OG/OGV will create and review the FEFs of newly assigned/attached individuals. This review will be conducted using the HQ AFSOC Aircrew Stan/Eval Visit (ASEV) Standards Guide and will verify that the evaluations documented on the AF Form 942 are accounted for in Section II, that all required evaluations are current (have not expired), determine the status of all certifications listed on the AF Form 4348, and/or determine the status and evaluation requirements of the individual. For all newly assigned/attached personnel, 919 OG/OGV will create an AF Form 4324 listing the qualification level and all certifications necessary for tracking by Aviation Resource Management and the Squadron Training Officer. Qualifications, expected next evaluations, and tests will be assigned in PEX during this review. Additionally, record an Initial Review in ARMS via the AF IMT 1522 Additional Training Report to the Squadron Aviation Resource Management (SARM).

7.9.4.2. **Posting Review.** OG/OGV will accomplish the posting review. In an effort to improve standardization, the completion and discussion of discrepancies or errors found during these reviews will be addressed during the SEB. Posting review completion will be documented in the SEB minutes.

7.9.4.3.1. **(Added)** Annual Review of FEF. 919 OG/OGV will conduct annual reviews of FEFs for all assigned/attached crewmembers of the 5th SOS and 711th SOS. The annual review of an FEF will be accomplished during the crewmember's birth month and documented in (ARMS) through the completion of an AF IMT 1522. The review compares the expiration dates of evaluations with those contained PEX to ensure accuracy. The review will check the individual's qualifications and certifications for accuracy and review of FEF documentation utilizing guidance in the current HQ AFSOC ASEV Standards Guide. Discrepancies will be documented in accordance with AFI 11-202, Vol 2, AFSOC SUP 1.

7.9.5.3. **Minor Discrepancies Disposition.** 919 OG/OGV will maintain an electronic FEF Discrepancy Log to list minor discrepancies. These discrepancies will be annotated on a discrepancy log sheet, once entered into the electronic log, the log Sheet will be kept as a reference item in a FEF Discrepancy Binder. Minor discrepancies not affecting the individual's qualification will be annotated on this log

during each initial and annual review. This log will be used by 919 OG/OGV to ensure FEF standardization and identify trends. Major discrepancies effecting qualification will be identified by an MFR placed in the individuals FEF IAW 11-202 V2, AFSOC SUP 1.

8.2.7. Flight Surgeon Examination.

8.2.7.1. **Administrative Procedures.** 919 OG/OGV will maintain a Flight Surgeon written examination for those that fly the MC-130E. When not accomplished in the OGV testing area, Flight Surgeons may accomplish the on line exam in the 919 Medical Squadron (919MDS). Upon successful completion bring the completed certificate to OGV who will use it to complete the appropriate AF Form 8a. When the AF Form 8a is complete, the examination certificate will be destroyed.

9.1.1. **Required Volumes.** Unless otherwise specified by MOA, the 711 SOS and 5 SOS will use the 919 OG/OGV VOLUME 1 PART A, B and C Flight Crew Information File (FCIF). 919 OG/OGV will maintain a current FCIF library at the 919 OGV Stan/Eval office. An FCIF library will also be maintained at the 711th operations desk. This library will be maintained and updated by the 711 SOS with 919 OGV oversight, except for Volume 1 items, which will be the responsibility of the 919 OG/OGV. The FCIF library for the 5 SOS will be a combined 5th/19th SOS library kept at Hurlburt in the combined mission planning area. The FCIF Library will be maintained by the 1st OGV and 19th Standardization Evaluation (DOV), with assistance from the 919 OG/OGV members attached to the 5th SOS. 919 OGV assigned personnel will monitor and update this library for accuracy and applicability particularly when a publication contains an AFRC supplement.

9.1.1.1. **(Added)** 919 SOW FCIF backup plan is as follows: For deployed or contingency operations, laptops with current FCIF and Read File will be deployed to support the aircrew. In addition, one Supervisor of Flying (SOF) kit will be deployed to ensure all required hard copy publications are available at the deployed location. OGV will contact the deployed location and ensure they receive new FCIF information if appropriate. In addition to being backed up on the 919 OG local area network (LAN), all information pertinent to the FCIF Program is backed up monthly on a stand-alone hard drive in OGV.

9.1.2.1. The FCIF Part A index is as electronically displayed by PEX.

9.1.2.2. 919 SOW will use PEX to electronically document positive verification of FCIF Part B and Part C items. OGV will maintain a backup paper copy located in the 919 OG/OGV office. Part B will contain, as a minimum, an approved date, a control number, subject, Originator and Originator Title, expiration date, and suspense date. **Note:** The subject should match the MAJCOM FCIF subject, when applicable. The No-Go box will be checked for all Part B items. Units will review items for applicability in conjunction with the semi-annual FCIS.

9.1.2.3. (919 SOW) 919 SOW will maintain and identify a squadron-specific Part C read file in PEX. At a minimum, Part C items will be verified by crewmembers monthly in conjunction with the UTA. Even if not safety of flight related, commanders may request that these items may be issued as a Part B FCIF item when deemed necessary for review as soon as possible.

9.1.3. **Publications Library.** 919 OG/OGV will announce the release of applicable publications, technical orders, checklists, changes, supplements, message traffic, etc, via an FCIF Part B item. 919 OG/OGV will maintain a current FCIF library at the 919 OGV Stan/Eval. An FCIF library will also be maintained at the 711th Squadron operations desk, this library will be maintained and updated by the Operations Desk personnel except for Volume 1 items which will be the responsibility of the 919 OG/OGV. The FCIF library for the 5 SOS will be a combined 5 SOS/19 SOS library kept at Hurlburt in the combined mission planning area. The FCIF Library will be maintained by the 1 OGV and 19 DOV,

with assistance from the 919 OG/OGV members attached to the 5 SOS. 919 OGV assigned personnel will monitor and update this library for accuracy and applicability particularly when a publication contains an AFRC supplement.

9.1.3.1. Control and Distribution. Once a new publication is released by 919 OG/OGV FCIF item, the squadron publications office will be notified and responsible for acquisition and distribution to all applicable crewmembers.

9.3. Go/No-Go Procedures.

9.3.2. The PEX Go/No-Go computer program located at the Ops Sup/SDO counter can be used by pilots to record and track the review or accomplishment of certain Go/No-Go items. Currently PEX is used to track and indicate Go/No-Go status using DNIF, S/E testing, FCIF, etc. Pilots indicating “red” in these columns are not cleared to fly.

9.3.2.1. **(Added)** Current items tracked in PEX as FCIF items include (not limited to): FCIF B read file, FCIF C read file, boldface, init/annual read file review, publication issue (flight), Safety read file, semi-annual test accomplishment, and Operation Supervisor/SDO read file. All items above will be entered as a “no-go” item until PEX allows for a “yellow” status in the FCIF column, then FCIF C read file items will not be “no-go”. The primary OPR for FCIF item entry into PEX is OGV but it can be implemented on the squadron level by PEX administrators. 919 OG/OGV will maintain and publish a Letter of X’s on the 919 Stan/Eval CoP for reference use. The letter will indicate current individual qualifications and will be used in conjunction with each Squadron’s Go/No-Go Procedures.

9.3.2.2. **(Added)** Aircrew members will be displayed by a colored dot indicating his/her current status in each column. “Red” indicates that a crew member cannot fly until the current items are accomplished and/or signed off in PEX. A “yellow” status (when implemented) indicates that a crew member has a non-grounding item to sign off, but can still fly. A “green” status indicates that all Go/No-go items for that column are satisfied, cleared to fly.

9.3.2.3. **(Added)** Current Aeronautical Order will always need to be checked manually using the ARM currency report regardless of PEX implementation.

9.3.2.4. **(Added)** (919 SOW) As a positive control measure, the Ops Sup/SDO will terminate the Ops Sup/SDO briefing if any crew member is found to be in a No-go status. Once the No-Go status has been changed/documented the Ops Sup/SDO briefing can continue.

9.3.2.5. **(Added)** In addition, the Ops Sup/SDO will review the Ops Sup/SDO Currency Report for training items/currencies (non-grounding) that may affect mission profiles.

9.3.2.6. **(Added)** Backup Procedures. In the event of PEX failure, or password problems when signing off PEX FCIF items, a pilot may document FCIF accomplishment by indicating “thru FCIF XX-XX” on the flight authorization. In the event that the local PEX system is not available (i.e. deployed), the flight authorization (or other manual means), or locally developed system will be used to document FCIF Go/No-go status.

9.3.3. **(Added)** Prior to each flight, aircraft commanders will check their crew’s Go/No-go status. The Ops Sup/SDO, DO, and ICO also have redundant responsibilities to ensure Go/No-go status so that no aircrew/team member flies “in the red”. Training items accomplished, but not yet entered in ARMs (i.e. red on the ARMS Currency Report or under the training column when implemented in PEX) must be verified accomplished. Document training event accomplishment on an AF IMT 1522, TAR sheet, or in the remarks section of the Flight Authorization prior to the Ops Sup/SDO brief.

9.3.4. **(Added)** Squadron ARMS. 919 OG/OGV is responsible for updating ARMS with completion dates for Stan/Eval-controlled events (i.e., FEF Reviews, Evals, certifications, upgrades, special qualification upgrades, instructor-certified events, etc). Only 919 OG/OGV is authorized to update ARMS with completion dates for Stan/Eval-controlled events. 919 OG/OGV will provide this information on an AF Form 4324 or an AF IMT 1522 to the Aviation Resource Management Office. Once all requisites are complete, 919 OG/OGV will fax the AF Form 4324 or AF IMT 1522 to SARM. SARM will process and store all forms as necessary. SARM will sign off the AF Form 4324 and send a copy to 919 OG/OGV and the squadron training officer for their records.

9.7. **(Added)** Hostile Environment Repair Procedures (HERP) The 919 OG/OGV will oversee the HERP program to ensure standardized equipment and training are utilized for each squadron and aircraft. The kits will be supplied and maintained by each respective squadron.

9.8. **(Added)** Crew Resource Management Program (CRM) The 919 OG/OGV Chief will be the CRM Program Manager for the 5th and 711th flying Squadrons. CRM training for all crew positions will be accomplished IAW AFI 11-290, Cockpit/Crew Resource Management Training Program, AFRC Sup 1. The program manager will be responsible for ensuring the program material is updated and made available to each squadron on a quarterly basis per AFI 11-290 AFRC Supp 1. Each Squadron CC/DO will be responsible for ensuring the information is being utilized by their respective squadrons. 919 OG/OGV will provide squadrons with the Quarterly AFRC CRM Special Interest Item (SII) via FCIF. Aircraft Commanders will brief the current CRM SII during each mission brief. The quarterly SII and CRM power point presentation for the quarter will also be provided to each squadron via the squadrons, Aircraft Commander's CRM briefing guide, provided by 919 OG/OGV and kept at each squadron's operations desk. The SII and Briefing Guide will also be posted on the 919OG/OGV website. The quarterly SII and Power point presentation will be presented each UTA during the squadron safety meetings.

10. Adopted Forms:

AFSOC Form 48, *MC-130 (Crew Position) Flight Evaluation Worksheet*

AF IMT 1522, *ARMS Additional Training Accomplishment Report (TAR)*

AF IMT 4031, *CRM Skills Criteria Training/Evaluation*

AF Form 4121, *FCIF Currency Record*

AF Form 4109, *SOF/CSAR Aircrew Training Record*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

Jon A. Weeks, Col, USAFR
Commander

Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2MC-130 Vol 2, *MC-130 Aircrew Evaluation Criteria*, 12 March 2007

AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*, 8 December 2006

AFI 11-202 Vol 2_AFSOC SUP 1, *Aircrew Standardization/Evaluation Program*, 4 July 07

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AEF—Air Expeditionary Force

AFFSA—Air Force Flight Standards Agency

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AGTP—Additional Ground Training Period

AMSS—Airborne Mission System Specialist

ASEV—Aircrew Stan/Eval Visit

CoP—Community of Practice

CIP—Check Ride in Progress

CY—Calendar Year

CV—Vice Commander

DO—Director of Operations

DOV—Standardization Evaluation

DOT—Training

DSO—Direct Support Operator

FCF—Functional Check Flight

FCIS—Flight Crew Information Summary

FE—Flight Engineer

FMRC—Flight Manual Review Conference

HERP—Hostile Environment Repair Procedures

IRC—Instrument Refresher Course

LAN—Local Area Network

MOA—Memorandum of Agreement

NCOIC—Non-Commissioned Officer in Charge

OPS SUP—Operations Supervisor

OGD—Operations Group Deputy

Para—Paragraph

PEX—Patriot Excalibur

POC—Point of Contact

RDS—Records Disposition Schedule

SARM—Squadron Aviation Resource Management

SEFE—Standardization/Evaluation Flight Examiner

SOF—Supervisor of Flying

SOCOM—Special Operations Command

SOS—Special Operations Squadron

SOW—Special Operations Wing

SDO—Supervising Duty Officer

TEMP—Temporary

UTA—Unit Training Assembly

Attachment 11 (Added)**STAN/EVAL FLIGHT EXAMINERUPGRADE WORKSHEET****Table A11.1.**

NAME (Last, First, MI)	RANK	SQUADRON
INSTRUCTIONS – The individual completing the requirement for the upgrading Flight Examiner should initial and date the checklist in the COMPLETED BY / DATE column.	AIRCRAFT	CREW POSITION
REQUIREMENT	COMPLETED BY / DATE	
Instructor qualification (Not Required for Senior Flight Examiners)		
AFSOC Form 4109 built to include this worksheet and 4111 local overprint for Evaluator Upgrade		
2. Completion of AFSOC Form 4111 local overprint training requirements		
4. Chief Stan/Eval Interview and 4109 review		
5. Operation Group Commander Interview (Normally conducted during the Group Certification Board)		
6. Wing Commander Interview The purpose of this meeting is to give the wing commander an opportunity to provide his overall perspective and policies on such far ranging issues as: - Management - Operational Risk Management (ORM) - Accountability - Command and Control - Mission Accomplishment - Compliance with Directives - Crew Resource Management (CRM) - Proper Use of Resources and any other issues that the wing commander feels are appropriate (safety, etc.).		
7. Evaluator Observation Flight -Those selected for upgrade with no previous Flight Examiner experience will observe a flight examiner in a like specialty administering a flight evaluation or EPE prior to final certification.		
8. Certification Board- - Return the completed 4109, 4111 and this worksheet to 919 OG/OGV. Once returned the individual will be scheduled by 919 OGV to meet the next scheduled Certification Board. OGV will then update the individuals 1381, prepare and route 4324 and update the Letter of X's to reflect Flight Examiner certification. [AFI11-202V2_AFSOCSUP1_919SOWSUP].		
9. For new flight examiners, a Flight Examiner Objectivity Evaluation will be administered within the first six months of certification to Flight Examiner.		

Attachment 12 (Added)**SAMPLE AIRCREW TESTING/EVALUATION STATUS REPORT**

(DATE)

MEMORANDUM FOR 711 SOS/DO

FROM: 919 OG/OGV

SUBJECT: Aircrew Testing/Evaluation Status Report.

1. This is an updated list of individuals who have entered into a six-month eligibility period for a recurring flight evaluation

X - Indicates remaining requirements.

* - Indicates 6 Month ERD Extension Waiver

Table A12.2.

	<u>Name</u>	Crew Pos	<u>ERD</u>	<u>Phase</u>	<u>Open</u>	<u>Closed</u>	<u>IRC</u>	<u>Eval</u>
OVERDUE	Name	Pilot	Jun	Instm/Qual	X	X	X	X
	Name	Nav	Aug	Qual/Msn	X	X		X
6th Month	Name	Nav	Sep	Qual/Msn	X	X		X
5th Month	Name	Pilot	Oct	Msn	X	X		X
	Name	LM	Oct	Qual/Msn	X	X		X
4th Month	Name	FE	Nov	Qual/Msn	X	X		X
	Name	ACS	Nov	Qual/Msn	X	X		X
3rd Month	Name	ACS	Dec	Qual/Msn	X	X		X
2nd Month	Name	LM	Jan	Qual/Msn	X	X		X
	Name	ACS	Jan	Qual/Msn	X	X		X
1st month	Name	EWO	Feb	Qual/Msn	X	X		X
	Name	FE	Feb	Qual/Msn	X	X		X

2. Please bring any additions or corrections to our attention.

//signed//

NAME, Rank, USAFR

Chief, Standardization and Evaluation

Attachment 13 (Added)**FLIGHT EXAMINER BRIEFING GUIDE****1. Brief the examinee on evaluation requirements.**

The type of evaluation being administered

Minimum events to complete the evaluation

Specific eval requirements (night mountain TF, NVG-LL, etc)

Ground phase requisites

Required completion dates (ERD, etc)

2. Cover areas to be graded on the AFSOC IMT 48.

Confirm all information listed on the IMT (spelling of name, correct rank, SSAN, unit, etc)

Point out critical areas (only Q or U may be graded)

Discuss the overall grading system (Q-1, Q-2, Q-3)

3. Cover the current Stan/Eval emphasis items.

AFSOC/DOV emphasis items

919 OG/OGV emphasis items

AFRC CRM emphasis items

4. Discuss the duties and roles of the Flight Examiner.

Inputs to given by the Flight Examiner (emergencies, simulated weather, etc)

Questions to the Flight Examiner during the evaluation

5. Discuss the expectations of the examinee.

What the Flight Examiner uses to determine grades of Q, Q-, or U

Evaluation criteria – reference the Tables in AFI 11-2MC-130, Vol 2.

Additional information the examinee should provide the Flight Examiner (flight plans, charts, TOLD cards, etc)

6. After the flight evaluation, brief the following:

Overall grade, any restrictions or additional training

Remaining requirements (for incomplete evals)

Sub areas on the AFSOC IMT 48 that received less than a Q

Areas of excellence noted during the eval

Areas that need improvement

Resolve any areas of confusion or misleading guidance

Required due dates for periodic evals or additional training

7. Answer any questions.

Attachment 14 (Added)

STAN/EVAL ELIGIBILITY PERIOD NOTIFICATION LETTER

Figure A13.1.

(PA)

711th SOS Zone Notification Letter

FlightCrew Position

06 May 04 14:57

Zone Begins**Expiration Date****Type Evaluation**

MSN (Pilot)

1. The purpose of this letter is to notify you that you are entering your evaluation eligibility period. Your evaluation expires as noted above.

2. Annual Pubs check must be completed prior to testing.

My publications were checked on _____ by _____

3. Testing is conducted in Stan/Eval. Call 882-5333 to schedule testing. Bring this letter and all required publications with you for testing. Testers will not be allowed to use Stan/Eval copies or pubs that are issued.

4. Acknowledge receipt of this letter to your section. Examinee: _____ Supervisor: _____

5. It is your responsibility to ensure all required examinations are taken within your eligibility period. Bring this letter (signed) with you when you come to test. If you have any questions contact your Stan/Eval personnel at 882-5333.

//Signed//

KENNETH MANRING, Lt Col, USAFR
Chief, 919th Stan/Eval

Attachment 15 (Added)**NOTIFICATION LETTER FOR FAILED EXAMS**

(Date)

MEMORANDUM FOR 711 SOS/DO

711 SOS/DOT

711 SOS/DOTF

711 SOS/____(Section Supervisor)

FROM: 919 OG/OGV

SUBJECT: Notification Letter

1. This is to notify you that _____FIRST LAST NAME_____

(X) a. Failed to take / pass the Qual / Mission Open / Closed / Instrument examination(s). The individual is unqualified / mission unqualified and must fly with an instructor until a successful retest is completed. A retake will be rescheduled after an adequate period of study.

() b. Failed to take / complete a(n) Qual / Mission / Instrument Evaluation by their Evaluation Reference Date (ERD). The individual is unqualified / mission unqualified and must fly with an instructor until a successful evaluation is completed.

() c. Received a Q-2 on a(n) Qual / Mission / Instrument Evaluation. Additional training must be completed by _____.

() d. Received a Q-3 on a(n) Qual / Mission / Instrument Evaluation. The individual is unqualified / mission unqualified and must fly with an instructor until a successful recheck is completed. A training folder does / does not need to be established to correct the deficiencies during the evaluation. Additional training and a successful recheck must be completed by _____.

2. Individual has been placed in a "NO-GO" status. Any questions regarding this action should be brought to the attention of 919 OG/OGV.

NAME, Rank, USAF

Chief, Standardization and Evaluation

cc: Individual

Attachment 16 (Added)**SUPPLEMENTARY EVALUATION NOTIFICATION LETTER**

(Date)

MEMORANDUM FOR 5 SOS/CC/DO

711 SOS/CC/DO

FROM: 919 OG/OGV

SUBJECT: (Date) Supplementary Evaluation Notification.

1. In accordance with AFI 11-202 Vol 2 and 919 SOW Sup 1, 919 OG/OGV will conduct a Supplementary Evaluation on (Date). The Sup Eval will be a comprehensive review of the unit program and will mirror the ASEV as closely as possible. This Sup Eval will be a final in-depth preparation for the upcoming ASEV.
2. The next Sup Eval will be scheduled for (Date) . Sup Evals are non-punitive in nature and help ensure compliance to applicable regulations. The Jul 04 Sup Eval will be our final opportunity to look at the squadrons prior to the upcoming HQ AFSOC ASEV (Date). A 30-day reminder will be provided to each squadron for each subsequent Sup Eval.
3. Questions regarding this matter can be directed to my Team Chief, Maj XXXXX, at 3-6424 or to any OGV staff member.

NAME, Rank, USAF

Chief, Standardization and Evaluation

Attachment 17 (Added)**SUPPLEMENTARY EVALUATION EXAMPLE REPORT LETTER**

(Date)

MEMORANDUM FOR 919 OG/CC

FROM: 919 OG/OGV

SUBJECT: April 2004 Supplementary Evaluation Final Report.

1. The 919 OG/OGV conducted a Supplementary Evaluation on (DATE). This was a non-punitive process to check squadron compliance to applicable instructions. HQ ASEV Standards Guide, AFSOCI 90-205 CL-98, AFI 11-202V2 and AFSOC Supplement 1 to AFI 11-202V2 were used as guidance.
 - a. The evaluation team included (We listed Name/rank of everyone in the office who acted as inspectors).
 - b. This Supplementary Evaluation focused on squadron FCIF libraries; aircrew publications; areas of recent change from the new AFI 11-2 MDS-Specific V1; recent answers from AFSOC concerning 1381/evaluator certification letters, 1381/Instructor certified events, and 942s; and previous write-ups. A random sampling of areas from the ASEV Standards Guide and the AFSOCI 90-205 CL-98 as well as areas the squadrons had questions on were also evaluated.
2. OGV observations, findings, and recommendations are listed in the following attachments. Commanders and/or their representatives were informally debriefed. The next Supplementary Evaluation is scheduled for (DATE).
3. If you have any questions regarding this report, please contact XX at XXX-XXXX

NAME, Rank, USAF

Chief, Standardization and Evaluation.

Attachments:

1. SOS Findings/Observations
2. SOS Findings/Observations

cc:

SOS/CC/DO

SOS/CC/DO

Attachment 18 (Added)
OPEN BOOK EXAM REFERENCES

Table A18.1.

Publication #	Publication Name
AFTTP 3-1.33	Combat Aircraft Fundamentals
AFTTP 3-3.33	Combat Aircraft Fundamentals
AFPD 11-2	Aircraft Rules & Procedures
AFI 11-2MC-130 V01	MC-130 Aircrew Training
AFI 11-2MC-130 V02	MC-130 Aircrew Evaluation Criteria IC 2000-1 now incorporated
AFI 11-2MC-130 V03	MC-130 Operations Procedures
AFI 11-2MC-130 V3 919 SOW Sup	MC-130 Operations Procedures Local Operating Procedures
AFI 11-2MC-130 VOL 3 ADDENDA A	MC-130E Operation/Configuration/Mission Planning (Formerly AFSOCI 11-203 V1)
AFI 11-202 V01	Aircrew Training
AFI 11-202 V02	Aircrew Standardization/Evaluation Program
919 SOW Sup 1	Aircrew Standardization/Evaluation Program
AFI 11-202 V03	General Flight Rules
AFSOC SUP 1	General Flight Rules
AFH 11-203 V01	Weather for Aircrews
AFH 11-203 V02	Weather for Aircrews
AFI 11-214	Air Operations Rules And Procedures
AFMAN 11-217 V01	Instrument Flight Procedures
AFMAN 11-217 V02	Instrument Flight Procedures, Flying Operations
1C-130(M)E-1	Flight Manual, MC-130E
1C-130(M)E-1-3	(partial flight manual) Navigation System
1C-130(M)E-1-2	Flight Manual, MC-130
1C-130(M)E-9	Cargo Loading Manual, MC-130E
AFI 11-218	Aircraft Operation and Movement on the Ground
AFSOC Sup 1	Aircraft Operation and Movement on the Ground
AFI 11-231	Computed Air Release Point Procedures

AFSOC Sup 1	Computed Air Release Point Procedures
AFMAN 24-204(I) (includes AFRC Sup 1, Dec 04)	Preparing Hazardous Materials for Military Air Shipments
ALR-69 (V) 3 Handbook	Radar Warning Receiver Type 69 Handbook
AP/1B	Area Planning North & South America
AP/1A	Area Planning Special Use Air Space North & South America
FIH	Flight Information Handbook
FLIP	Flight Information Planning
General Planning	General Planning
IFR Enroute Supp	Instrument Flight Rules Enroute Supplement
Low Charts	IFR Enroute Low Altitude Navigation Charts
Terminal IAP'S, Enroute Charts & TCN	Terminal Instrument Approach Plates, Enroute Navigation Charts & Terminal Change Notice
US IFR Supplement	United State Instrument Flight Rules Supplement
AFSOC LM Infil/Exfil Guide	Loadmaster Infiltration/Exfiltration Guide
T.O. 1-1B-50	Weight and Balance
T.O. 1-1C-1	Basic Air Refueling
T.O. 1-1C-1-20	Flight Manual, Flight Crew Air Refueling Procedures, MC-130 (with HH-3, MH-53, MH-60, and MH-47D)
T.O. 1-1C-1-29	Flight Manual, Flight Crew Air Refueling Procedures, C-13
T.O. 13C7-1-5	Rigging Airdrop Platforms
T.O. 13C7-1-11	Rigging Containers for Airdrop of Supplies and Equipment
T.O. 13C7-51-21	Rigging Loads for Special Operations
T.O. 1C-130A-9	Cargo Loading Manual
T.O. 1-1C-1-29	Flight Manual, Flight Crew Air Refueling Procedures, C-130

Attachment 19 (Added)
STAN/EVAL BOARD AGENDA

(**Note:** The information below is an example of the minimum information a Stan/Eval Board Agenda should address.)

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization).

2. Overview:

a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.

b. Summary.

(1) Evaluations. Report EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 MDS-Specific Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s - downgrades

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (see paragraph 5.2.6.3.), preclude re-accomplishment of requisites (see paragraph 5.2.16.), extend recheck periods (see paragraph 5.2.13.1.), extend additional training periods (see paragraph 5.2.12.2.5.) and extend periods to re-accomplish examinations (see paragraph 6.4.7.2.).

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Required Stan/Eval Program Inspections and Reviews (if applicable).

(1) FCIF Review (1st Half)

(2) Publications Review (2nd Half)

(3) MQF/SQB Review (1st Half)

(4) Periodic Review (Pilots: 1st Qtr, Navigators: 2nd Qtr, Loadmasters: 3rd Qtr, EWO, Flight Engineers, RO: 4th Qtr)

(5) Unit Supplement (7 months prior to formal visit)

(6) Initial and Posting Reviews (as required)

d. Aircrew Flight Publications Program. Review open AF Forms 847.

e. Supplementary Evaluation Program. Report results of evaluations conducted.

f. MTR and Air Refueling Track Reviews (annotate date completed or “N/A” as applicable – see paragraph 3.2.2.10.).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

a. SAV/Self-Inspection results

b. Formal Visit Findings and corrective actions

6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda

2. Flight Examiner Roster Reviewed

3. As Required

Attachment 20 (Added)

FLIGHT EXPERIENCE BRIEF FOR.

(**Note:** Completed by Squadron)

MC-130E INSTRUCTOR NAVIGATOR

TOTAL FLYING TIME: 5011 Hours

MC-130E TIME: 881 Hours

C-130E/H TIME: 29 Hours

E-3 TIME: 3433 Hours

KC-135: 668 Hours

ASSIGNED TO 711 SOS: 26 Aug 98

The 919 OG Certification Board met with _____NAME_____ on 10 Jun 08. I hereby certify him to Instructor Navigator status.

NAME Col, USAFR

919 OG Commander